



OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

ADMINISTRATION AND  
MANAGEMENT

May 1, 2008

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT  
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Threat Reduction Advisory Committee  
Charter Renewal

The Office of the Under Secretary of Defense for Acquisition, Technology and Logistics has requested the charter for the Threat Reduction Advisory Committee be renewed (Attached).

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.60, has carefully reviewed the Under Secretary's request, and has determined that renewing this discretionary committee's charter is in the best interest of the Department of Defense and the American public.

The Department of Defense has further determined that this discretionary advisory committee is essential to DoD's mission, and that no other DoD or Executive Branch advisory committee can meet these needs. The Committee, through its membership, continues to provide independent advice to the Department of Defense and the Director of the Defense Threat Reduction Agency.

The Committee's membership is determined by the Department of Defense. Committee members appointed by the Secretary of Defense, who are not full-time or permanent part-time employees of the federal government, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109. These Committee members serving as Special Government Employees shall be appointed on an annual basis by the Secretary of Defense, and shall with the exception of travel and per diem for official travel, serve without compensation, unless otherwise authorized by the Secretary of Defense.

The Committee is authorized to establish subcommittees, and the Committee, to include any subcommittees, will operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, Parts 102-3 through 102-3.185.

Department of Defense respectively requests that the Committee Management Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact me at 703-601-6128.

A handwritten signature in black ink, appearing to read "James D. Freeman II". The signature is stylized with a large, looped initial "J" and a long horizontal stroke extending to the right.

James D. Freeman II  
Deputy Committee Management  
Officer for the Department of Defense

2 Attachments  
As stated

TAB 1



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

## THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010

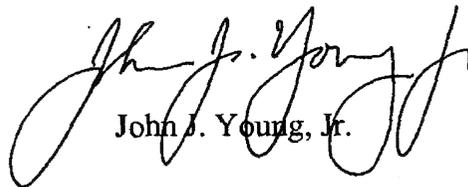
APR - 2 2008

### MEMORANDUM FOR DIRECTOR, ADMINISTRATION & MANAGEMENT, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Charter Renewal for the Threat Reduction Advisory Committee (TRAC)

The Charter renewal for the TRAC is submitted. The DoD TRAC is organized to advise and assist the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)), and the Director, Defense Threat Reduction Agency (DTRA). The TRAC provides independent advice and recommendations on: reducing the threat to the United States, its military forces, and its allies and partners, posed by nuclear, biological, chemical, conventional, and special weapons; combating weapons of mass destruction to include non-proliferation and counterproliferation and consequence management; nuclear deterrence transformation; weapons effects; and other USD(AT&L) and DTRA mission-related matters. It was first chartered in May 1998, and the first meeting convened on July 15, 1998. The TRAC has had 19 full-committee meetings to date.

The point of contact is Colonel Chuck Helms, DTRA/ASCO, at 703-767-4759 or [charles.helms@dtra.mil](mailto:charles.helms@dtra.mil).



John J. Young, Jr.

Attachments:

1. Proposed Charter
2. Current Charter



**JUSTIFICATION  
FOR CHARTER RENEWAL OF THE  
THREAT REDUCTION ADVISORY COMMITTEE**

**CHARTER RENEWAL 2008**

**OVERVIEW**

The DoD Threat Reduction Advisory Committee (TRAC) Charter was filed on May 12, 1998 and the Committee first convened on July 15, 1998. The Committee, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Under Secretary of Defense (Acquisition, Technology, and Logistics) (USD(AT&L)) and the Defense Threat Reduction Agency (DTRA) Director independent advice and recommendations on: reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional and special weapons; combating weapons of mass destruction to include non-proliferation and counterproliferation and consequence management; nuclear deterrence transformation; weapons effects; and other AT&L and DTRA mission related matters. Further, the USD(AT&L) continues his personal involvement with the Committee at every Plenary. The DTRA provides administrative support to the Committee.

**ACCOMPLISHMENTS**

This noteworthy committee has numerous accomplishments. In the early years, the TRAC encouraged the strategic vision of DTRA and assessed the agency's accomplishments and goals. This dialog continues today. Over the first few years, they conducted a comprehensive gap analysis of the technologies under development within DTRA for those technologies that needed increased emphasis based on current or new threats. The committee completed a review of the DTRA research programs and their associated investment strategies to focus DOD's WMD development plan, the organizations, and coordination between DoD and the civilian community. Today the TRAC maintains a focus on broad S&T issues affecting DTRA. The TRAC continues to make recommendations regarding the DoD strategic posture, to include issues and considerations regarding possible resumption of nuclear testing, evaluating DoD's responsive infrastructure for strategic strike and a thorough analysis of mainstreaming of new triad nuclear capabilities into the DoD acquisition process. The committee developed and recommended the use of numerous threat scenarios for use by the DoD and other agencies. The TRAC continues to consider the important role of intelligence in threat reduction, and have been valuable in improving DTRA integration with the intelligence community. The committee completed work jointly conducted with the Defense Science Board, which made recommendations on the impact of nuclear weapons effects. More recently, they conducted an in-depth review of the organization responsible for development of DoD chemical biological warfare defense capabilities and provided recommendations to the USD(AT&L) for improving its structure and streamlining the associated procurement process. The committee continues to engage USD(AT&L) on related matters.

## **BALANCED MEMBERSHIP**

TRAC membership consists of non-DoD senior civilians and retired flag officers, as well as senior representatives from other Executive Branch Agencies. Its pre-eminent scientific, military, and national security policy experts are actively engaged in activities associated with nuclear weapons, chemical and biological weapons technologies, special weapons investigations, counterproliferation, and intelligence activities. The members were carefully screened to ensure they represented balanced segments of the scientific and technical communities and possessed broad military and national security policy expertise.

## **NATURE OF COMMITTEE BUSINESS VS OTHER GROUPS**

The TRAC meets as mutually agreed between USD(AT&L) and the Chairman of the TRAC. They meet in plenary session two to three times annually. Ad hoc working groups or panels meet more frequently as called by their chairmen to investigate and discuss assigned issues. At the beginning of the year 2004, five ad hoc subcommittees (panels and task forces) were organized to investigate and assess; evolving intelligence issues and threat assessments, strategic deterrence and the transformation in the role of DOD's nuclear stockpile, chemical biological warfare defense, the DTRA science and technology program, and the issues in countering the proliferation of Weapons of Mass Destruction. A sixth panel is concerned with the overall strategic vision for threat reduction. The panels report their results to the full TRAC membership, and the TRAC meetings are closed to the public because classified information is discussed throughout the meetings. The TRAC discusses national security issues relating to the scientific and technical aspects of overall threat reduction where full development of the topics requires discussion of information classified TOP SECRET/SCI. Consequently, no other internal or external group is organized or has the requisite accesses to address the issues of threat reduction as thoroughly as the TRAC.

## **ANTICIPATED AND ANNUAL COSTS**

Support for committee activity was \$496,000 in FY 2007 and anticipated support costs will increase to approximately \$527,000 in FY08. The funding covers expenses for personnel payments to support staff, travel, and for other administrative costs. Support staff requires approximately 1.5 man-years of effort.

## **IN THE PUBLIC INTEREST**

The TRAC provides an essential link from DTRA, the USD(AT&L), the Deputy Secretary of Defense, and the Secretary of Defense to other Executive Branch agencies and to the scientific and technical communities. The unique perspectives, breadth of backgrounds, and blend of corporate, academic, and government expertise represented on the TRAC are not available within the Department of Defense or other federal advisory committees. In the best of public interest, the TRAC in one body, provides the Secretary of Defense and his staff with corporate advice encompassing multiple disciplines that have an effect on technology, acquisition, and policy-related-decisions that directly relate to the unique mission of the DoD.

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**ACTION MEMO**

April 01, 2008, 4:00 p.m.

PDATSD(NCB)\_\_\_\_\_

FOR: UNDER SECRETARY OF DEFENSE (AT&L)

{INITIAL}

FROM: Dr. James A. Tegnalia, Director, Defense Threat Reduction Agency

SUBJECT: Charter Renewal for the Threat Reduction Advisory Committee (TRAC)

- To transmit the Charter renewal to the Office of the Secretary of Defense Director, Administration and Management (DA&M).
- The TRAC Charter will expire on May 30, 2008. A new charter must be filed for the Committee to continue to function within Public Law 92-463, the "Federal Advisory Committee Act," and DoD Directive 5105.4, the "DoD Federal Advisory Committee Management Program."
- The proposed edits reflect the costs associated with committee operations and do not substantially change the substance of the current charter.
- Admiral Richard Mies, USN (Ret), TRAC Chairman, has reviewed and endorses this charter for renewal.

RECOMMENDATION: Request you sign Memorandum to the DA&M at **TAB A**.

COORDINATION: NONE

Attachments:

As stated

Prepared by: Eric Wright, AST, 703-767-5717

# Threat Reduction Advisory Committee

## CHARTER THREAT REDUCTION ADVISORY COMMITTEE

- A. Official Designation: The Committee shall be known as the Threat Reduction Advisory Committee (hereafter referred to as the Committee).
- B. Objectives and Scope of Activities: The Committee, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of Defense, through the Under Secretary of Defense (Acquisition, Technology, and Logistics) and the Defense Threat Reduction Agency Director, independent advice and recommendations on: reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional and special weapons; combating weapons of mass destruction to include non-proliferation, counterproliferation and consequence management; nuclear deterrence transformation; weapons effects; and other Acquisition, Technology, and Logistics and Defense Threat Reduction Agency mission related matters.

The Under Secretary of Defense (Acquisition, Technology, and Logistics) or designee may act upon the advice of the committee.

- C. Committee Membership: The Committee shall be composed of no more than 25 Committee members who are eminent authorities in the fields of national defense, geopolitical and national security affairs, or weapons of mass destruction. Committee Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Committee Members shall be appointed on an annual basis by the Secretary of Defense, and with the exception of travel and per diem for official travel, shall serve without compensation.

The Secretary of Defense, at his discretion, may authorize compensation to committee members in accordance with existing statutes, executive orders, and regulations. The Under Secretary of Defense (Acquisition, Technology, and Logistics) shall select the Committee's Chairperson from the Committee membership at large.

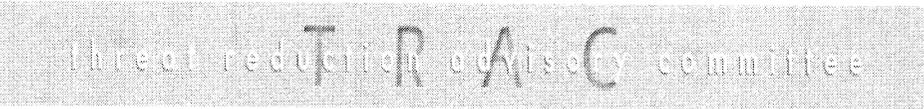
- D. Committee Meetings: The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Committee meetings is two per year. The Committee shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and other appropriate Federal Regulations.

Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee nor can they report directly to the Agency or any Federal officers or employees not Committee Members.

- E. Duration of the Committee: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.

threat reduction advisory committee

- F. Agency Support: The Department of Defense, through the Under Secretary of Defense (Acquisition, Technology and Logistics), shall provide support as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix.
- G. Termination Date: The Committee shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
- H. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Committee is \$527,000.00. The estimated annual personnel costs to the Department of Defense are 1.5 full-time equivalents.
- I. Charter Filed: 30 May 2010.
- J. Charter Modified:



CHARTER  
THREAT REDUCTION ADVISORY COMMITTEE

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Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee nor can they report directly to the Agency or any Federal officers or employees not Committee Members.

- E. Duration of the Committee: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.

Threat Reduction Advisory Committee

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I. Charter Filed: May 30, 2010

Deleted: 08

J. Charter Modified:

TAB 2

CHARTER  
THREAT REDUCTION ADVISORY COMMITTEE

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- B. Committee Membership: The Committee shall be composed of no more than 25 Committee members who are eminent authorities in the fields of national defense, geopolitical and national security affairs, or weapons of mass destruction.

Committee Members appointed by the Secretary of Defense, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109. The appointments of these Special government Employees shall be renewed by the Secretary of Defense on an annual basis.

Committee members shall, with the exception of travel and per diem for official travel, serve without compensation, unless otherwise authorized by the Secretary of Defense. The Under Secretary of Defense (Acquisition, Technology, and Logistics) shall select the Committee's Chairperson from the Committee membership at large.

- D. Committee Meetings: The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Committee meetings is two per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Committee and subcommittee meetings.

The Committee shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal regulations.

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- G. Termination Date: The Committee shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
- H. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Committee is \$527,000.00. The estimated annual personnel costs to the Department of Defense are 1.5 full-time equivalents.
- I. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (U.S.C. § 552, as amended).
- J. Charter Filed: